
Nebraska Student and Staff Record System

<http://www.education.ne.gov/nssrs>

Guidance for Reporting Student Grades

Version 2.0.0 – November 23, 2011



NEBRASKA
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EDUCATION

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This instructional manual is provided to assist school personnel in submitting data to the Nebraska Department of Education. The information contained herein is intended to be consistent with Rules 10, 14, 18, 19, 21, 24, and 81 and relevant statutes. However, this instruction manual is not a substitute for the actual rules and/or statutes upon which it is based. Refer to the relevant statutes and/or rules for the actual state requirements and for additional information or clarification.

NSSRS Guidance for Reporting Student Grades Template

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Introduction

One of the four assurances of the State Fiscal Stabilization Funds (SFSF) requires States to build a longitudinal data system that includes transcript data, including courses completed and grades earned, and the data needed to connect teachers to students. The Student Grades template collects courses completed and grades earned as well as the student to teacher connection. The purpose of this guidance is to help schools understand the process, procedures, and requirements for the collection of student grades information.

The Nebraska Student and Staff Record System (NSSRS) is the official data collection for all public school district reporting. Specific instructions for each required report is found on the NSSRS website at <http://www.education.ne.gov/nssrs>. Nonpublic systems will not report the Student Grades template.

For additional information about reporting student data, please refer to the “Who Reports What” document located on the NSSRS Resources web page (<http://www.education.ne.gov/nssrs/Resources.html>) or contact the NDE Helpdesk (nde.helpdesk@nebraska.gov or 888-285-0556).

Due Date

The Student Grades template is due June 30 for courses completed during the regular school year. Districts may elect to submit data after each grading period or semester. Refer to the NSSRS Calendar for details.

The Student Grades template for courses completed during summer school may be associated with the prior school year or subsequent school year. Refer to the NSSRS Calendar for details.

Who Reports

Public districts and Special Purpose Schools must report courses completed during the regular school year for all students in grades prekindergarten through grade 12.

Public districts and Special Purpose Schools must report courses completed during summer school by students assigned to grades 9, 10, 11, and 12.

Nonpublic systems will not report the Student Grades template but will report the courses teachers are teaching via the Curriculum Reporting System.

A. Reporting on Student Course Taking

A-1 Which students must be reported on the Student Grades template?

Districts must report courses completed by all students in grades prekindergarten through grade 12. This includes students who may be attending school through age 21.

Summer School: Only courses completed during summer school by students in grades 9-12 are reported. Refer to “E: Reporting Courses Completed During Summer School” for additional information.

A-2 What if a student was enrolled for only part of the year?

If the student completed courses, the Student Grades template for the student must be included in the report.

A-3 Should students be reported who are contracted in from another Nebraska district? What about contracted out students?

Students who are contracted into the district should have a Student Grades template for the courses they complete, and the NDE Staff ID will be the teacher providing the course grade.

If a student is contracted out to another district, the district that is educating the student will report the Student Grades template. If the student is attending an entity that does not report student data to NDE, the District of Membership will report the Student Grades template for the student and the NDE Staff ID of the staff providing the course grade to the student.

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to “E: Reporting Courses Completed During Summer School” for additional information.

A-4 Should nonpublic students who take courses in a public school be included?

Yes, courses completed and grades earned by nonpublic students who attend the public school must be reported.

A-5 Should Exempt or Home-School (Rule 12 or 13) students who take courses in a public school be included?

Yes, courses completed and grades earned by students who are home schooled must be reported.

A-6 How are students in Interim-Program Schools (Rule 18) reported? These entities may include county detention homes, institutions and juvenile emergency shelters.

The District of Membership must report courses completed and grades earned at an Interim-Program School (Rule 18). Interim-Program Schools do not report student data. Refer to D-6 for staff reporting instructions.

A-7 How are students reported who are attending a program that does not report student data (e.g., ESU schools and contracted service providers)?

The District of Membership must report courses completed and grades earned. The NDE Staff ID provided will be the staff providing the course grade to the student at the ESU school or contracted service provider.

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to "E: Reporting Courses Completed During Summer School" for additional information.

A-8 How are students reported who are attending the Iowa School for the Deaf?

The resident district in Nebraska must report the courses completed and grades earned for students who are attending the Iowa School for the Deaf. The NDE Staff ID provided should be the district of residence's case manager for the student's Individual Education Plan (IEP).

A-9 How are students reported who are attending a Special Purpose School?

Students attending a Special Purpose School are considered transferred out of the public district and the Special Purpose School must report the Student Grades template for courses completed. The NDE Staff ID provided will be the staff providing the course grade to the student at the Special Purpose School.

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to "E: Reporting Courses Completed During Summer School" for additional information.

A-10 How are students reported who are attending district focus programs within the district they are enrolled?

The District of Membership is responsible to report courses completed and grades earned. The courses completed and grades earned will be reported at the school location where they would be enrolled if they were not attending a program. The NDE Staff ID reported will be the teacher at the focus program who is responsible for the curriculum and grading.

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to "E: Reporting Courses Completed During Summer School" for additional information.

A-11 How are students reported who are attending an alternative program within the district?

The District of Membership is responsible to report courses completed and grades earned. The courses completed and grades earned will be reported at the school location where they would be enrolled if they were not attending a program. The NDE Staff ID reported will be the teacher at the alternative program who provides the course grade.

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to "E: Reporting Courses Completed During Summer School" for additional information.

A-12 Do students who withdraw from a course get reported for the course?

No, only students who complete the course must be reported.

A-13 How should an elementary student be reported who is retained?

If the student received a grade for the courses he/she completed, these courses will be reported. If the course is considered not completed, the course is not reported. This may result in the student having no courses reported.

B. Reporting Course Information

B-1 What courses must be reported in the Student Grades template?

All courses completed by students must be reported. A record will be submitted for each student for each course completed. Each record must identify the section of the course.

Summer School: Only summer school courses completed by students in grades 9-12 are reported. Refer to “E: Reporting Courses Completed During Summer School” for additional information.

B-2 What course code(s) should be used for reporting elementary students?

In most cases, elementary students will have at least one record for course code 180000 (self contained). Students may have other course codes for Personal Health and Fitness, Music, Art, etc. Refer to examples below.

Example 1: A student in third grade would have one record for course code 180000 (self-contained classroom) and one record for each other course (i.e., Art, Music, Personal Health and Fitness, etc.) at that grade level with an assigned teacher.

Example 2: A student in fifth grade has a home room teacher and has three other teachers for Math, Social Science and Natural Science. One of those courses may be 180000 (self-contained classroom) for the home room. For the other courses, the district must refer to the *NDE Course Codes and Clearing Endorsements* for the appropriate course code and report them on the appropriate teacher, which is available on the NSSRS Resources web page (<http://www.education.ne.gov/nssrs/Resources.html>).

Please note: The same course code may be used for classes at the elementary and secondary level; the section code will identify the course as being different. NDE uses the grade level and school location of the students reported in the course to determine the level of the course.

B-3 Where are the course codes and course definitions located?

The course codes are defined in the *NDE Course Codes and Clearing Endorsements* document. Districts may use other names and course codes for their courses but must cross-walk their course codes to the state course codes contained in the *NDE Course Codes and Clearing Endorsements*, which is available on the NSSRS Resources web page (<http://www.education.ne.gov/nssrs/Resources.html>).

B-4 Where are the section codes located?

Section codes are assigned by the district through their student information systems. Section code is a key field and is needed to differentiate between the same course code reported for the same semester.

Example 1: If Mrs. Smith teaches four sections of Algebra I, there should be four different section codes for course code 110300 (Algebra, Beginning) and if Mr. Green teaches two different sections of Algebra I, these two courses should have different section codes from the four section codes for Mrs. Smith.

Example 2: If Mrs. Smith teaches four sections of Algebra I, there should be four different section codes for course code 110300 (Algebra, Beginning) and if Mr. Jones teaches two sections of Physics I (130303), these two courses can have the same section codes as the Algebra I course because the course code is different.

B-5 How are courses reported that are not in the *NDE Course Codes and Clearing Endorsements*?

Each subject area in the *NDE Course Codes and Clearing Endorsements* has several course codes that can be used for “other.” Districts should consider the use of “other” course codes carefully and review the other course descriptions to determine which course code fits.

The same course code may be used for classes at the elementary and secondary level; the section code will identify the course as being different. NDE uses the grade level and school location of the students reported in the course to determine the level of the course.

Example: General Math (course code 111100) may be used for grade 6 and grade 9. NDE can differentiate these courses based on the section code. The grade level of the students taking the course will help identify the course as elementary vs. secondary.

NDE staff review the “other” courses periodically and update the *NDE Course Codes and Clearing Endorsements* document, which is available on the NSSRS Resources web page (<http://www.education.ne.gov/nssrs/Resources.html>).

B-6 How should courses be reported for students receiving instruction outside a regular classroom?

Students may receive instruction in resource rooms, alternative programs and schools, online courses, independent study, distance learning, dual credit, and other arrangements. The key question is: Does the student receive a grade (including pass/fail)? If the student’s work is graded, a record must be submitted for that course. The NDE Staff ID reported would be the teacher providing the course grade.

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to “E: Reporting Courses Completed During Summer School” for additional information.

B-7 Are courses reported for the entire year or by semester (or trimester)?

The district defines the length of the course and the grading periods. Even though a course may be year-long, if a student is graded by semester, a record must be submitted for each semester. Semester code is the field used to differentiate the grading periods.

Summer School: Semester code of “4” (Summer school course) is required for courses completed during summer school. Refer to “E: Reporting Courses Completed During Summer School” for additional information.

B-8 How are quarter courses reported?

Quarter courses that begin in first semester may be reported with semester code of “1” (One semester or shorter course beginning during the first semester). Quarter courses that begin in second semester may be reported with semester code of “2” (One semester or shorter course beginning during the second semester). Semester code may be reported as “0” (Not applicable) if the section code is unique for that course.

Summer School: Semester code of “4” (Summer school course) is required for courses completed during summer school. Refer to “E: Reporting Courses Completed During Summer School” for additional information.

B-9 How are courses reported where credit is not given toward graduation?

All courses completed and grades earned must be reported even if no credit toward graduation is awarded for that course.

B-10 Can a course be reported for a student who was not reported on the Student template?

No, this will result in an error in the NSSRS Data Manager. The Student template must be uploaded prior to submitting a Student Grades template for that student.

B-11 How are courses reported that are only for postsecondary credit?

Courses that are only for postsecondary credit should not be reported on the Student Grades template but dual credit courses are reported on the Student Grades template.

B-12 How should a course be reported if a student is receiving dual credit (high school and postsecondary credit)?

All courses completed and the grade earned must be reported. The NDE Staff ID will be the teacher providing the course grade. All postsecondary teachers providing instruction to students must be reported by districts via the Staff Demographics and Staff Position Assignments files. These staff will be reported with no contract (refer to the NSSRS Staff Instruction Manual).

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to “E: Reporting Courses Completed During Summer School” for additional information.

B-13 Should courses with Pass/Fail grades be included?

Yes, Pass/Not Pass is considered a grade. The course grade codes for these courses are:

P	Student received a passing mark for a Pass or Fail course.
NP	Student received a not passing mark for a Pass or Fail course.
F	Fail (Only used if the student failed a course that should have received a regular grade)

B-14 Are there course codes for special education classes?

Yes, the *NDE Course Codes and Clearing Endorsements* includes course codes for special education classes that are taught and graded by a special education teacher. The *NDE Course Codes and Clearing Endorsements* document is available on the NSSRS Resources web page (<http://www.education.ne.gov/nssrs/Resources.html>).

B-15 How are courses reported for special education students who are completing their graduation requirements as documented through the student's Individual Education Plan (IEP)?

The *NDE Course Codes and Clearing Endorsements* includes special education courses designed to broadly reflect curricular areas and adult living skills. These codes or the regular course codes should be used to report the courses the students are taking. The *NDE Course Codes and Clearing Endorsements* document is available on the NSSRS Resources web page (<http://www.education.ne.gov/nssrs/Resources.html>).

B-16 Can students in grades 9-12 be reported using course code 180000?

No, course code 180000 must only be used for students in grades prekindergarten through grade 8. This course code is self-contained classroom and no courses at the high school level would be considered self-contained.

B-17 Should preschool courses and students be reported on the Student Grades template?

Yes, courses completed by prekindergarten students must be reported using course code 180000.

B-18 Should courses be reported if the student receives partial credit?

Yes, courses are reported if the student receives a grade and the course is included on the student's transcript.

B-19 Should Community Service be reported as a course if it is not graded?

Do not report Community Service if considered a performance measure and not a course that receives a grade.

B-20 Should a course be reported for students getting credit for aiding a teacher?

Yes, course code 230800 should be reported for students who are working with the teacher. Refer to the description of Experiencing Teaching (course code 090310) in the *NDE Course Codes and Clearing Endorsements* for a course in which students are assisting students. The *NDE Course Codes and Clearing Endorsements* document is available on the NSSRS Resources web page (<http://www.education.ne.gov/nssrs/Resources.html>).

B-21 Should students be reported if they are receiving services but not taking courses?

Student Grades will not be reported for students who receive services but who are not taking courses.

C. Reporting Course Grade Information

C-1 What course grade should be reported for elementary students?

Elementary students are reported with a course grade code of "0" (Not Applicable).

Course grades will only be collected for courses completed by students in grades 9-12.

C-2 What course grade should be reported for students who did not complete the course?

Do not report a Student Grades template for a course the student did not complete.

C-3 What if the student failed the course?

Report the course with a course grade of F (Fail) or NP (Not Passing), if for a pass or fail course.

C-4 What if the student retakes a course they failed?

If the student retakes a course they failed, the course can be reported again with the appropriate information.

C-5 Should a course grade be reported for a high school course taken by an 8th grader?

The completed course should be reported for this student with a course grade of "0" (Not Applicable).

C-6 Should course grades be reported for special education students age 18-21?

Yes, students in grades 9-12 (regardless of age) should be reported with a course grade for all courses completed.

C-7 How are grades with plus (+) or minus (-) reported?

Plus (+) or minus (-) grades are not part of the valid codes for course grade. The district must cross-walk their grading system to the course grade codes provided in the Student Grades template instructions.

D. Reporting Information on Staff Teaching the Course

D-1 What NDE Staff ID should be reported on the Student Grades template for students?

Report the NDE Staff ID of the teacher who is responsible for assigning the grade for the course. This person must be reported with position code 1150, 1160, 1161, or 1162 in a Nebraska district/system.

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to “E: Reporting Courses Completed During Summer School” for additional information.

D-2 What NDE Staff ID should be reported on dual credit courses?

The NDE Staff ID used in reporting the course will be the teacher providing the course grade. All postsecondary teachers providing instruction to students must be reported by the district via the Staff Demographics and Staff Position Assignments files. These staff will be reported with no contract (refer to the NSSRS Staff Instruction Manual).

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to “E: Reporting Courses Completed During Summer School” for additional information.

D-3 What NDE Staff ID should be reported for distance learning courses?

The NDE Staff ID that should be reported is the teacher that provides the course grade.

Example 1: The teacher providing the distance learning class is from a postsecondary school. The NDE Staff ID of the postsecondary teacher that provides the course grade should be reported. In this example the postsecondary teacher should also be reported on the Staff Demographics and Staff Position Assignments files.

Example 2: The teacher providing the instruction is at another district/school, but sends the instruction to other districts. The NDE Staff ID of the teacher providing the course grade for the course must be reported for all the students in all the locations of his/her course. Receiving districts may obtain the appropriate NDE Staff ID by searching the NDE Staff ID data system.

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to “E: Reporting Courses Completed During Summer School” for additional information.

D-4 What NDE Staff ID should be reported if the course is co-taught?

Report the teacher who reports the course grade for the student. If this responsibility is shared, the district must designate the teacher to be reported. If the staff are reported with position assignment code X-1170 (Teacher-Facilitator), X-1164 (SPED Teacher-Facilitator), X-1180 (Teacher – Collaborator) and X-1163 (SPED Teacher – Collaborating/Co-Teaching), they should not be responsible for assigning grades.

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to “E: Reporting Courses Completed During Summer School” for additional information.

D-5 What NDE Staff ID should be reported for online (web-based) courses?

The NDE Staff ID reported should be the teacher who provides the grade, even if the software does the grading. This “teacher” may be a Teacher-Facilitator (position assignment code 1170 or 1164).

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to “E: Reporting Courses Completed During Summer School” for additional information.

D-6 What NDE Staff ID should be reported on courses students take at a Rule 18 Interim-Program School?

The NDE Staff ID reported should be the teacher who provides the grade, even if the student accesses software for course work and the software provides the grade. This “teacher” may be a Teacher-Facilitator (position assignment code 1170 or 1164).

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to “E: Reporting Courses Completed During Summer School” for additional information.

D-7 What if a course is monitored by a certificated teacher, but that teacher is not responsible for the curriculum or the grade the student receives?

Report the teacher who is responsible for reporting the grade. This “teacher” may be a Teacher-Facilitator (position assignment code 1170 or 1164).

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to “E: Reporting Courses Completed During Summer School” for additional information.

D-8 What if the teacher is on leave and the course is being taught by a long-term substitute?

If the student completed the course, the course should be reported.

Report the NDE Staff ID of the teacher who is on leave if the substitute teacher holds only a substitute certificate.

Report the NDE Staff ID of the substitute teacher if the substitute teacher holds a regular teaching or administrative certificate and is providing the grade based on their curriculum and lesson plans.

Summer School: NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Refer to "E: Reporting Courses Completed During Summer School" for additional information.

E. Reporting Courses Completed During Summer School**E-1 Which students must be reported on the Student Grades template for courses completed during summer school?**

Only courses completed during summer school by students in grades 9-12 are reported. This includes students who may be attending school through age 21.

E-2 Which courses completed during summer school must be reported on the Student Grades template?

Only courses completed by students in grades 9-12 during summer school are reported. This includes students who may be attending school through age 21.

E-3 What NDE Staff ID should be reported on the Student Grades template for courses completed during summer school?

NDE Staff ID and Controlling District Code are not collected for courses completed during summer school. Both NDE Staff ID and Controlling District Code should be left blank.

E-4 What school number should be reported for courses completed during summer school?

All courses completed during summer school are reported with a school number of "000".

E-5 Into which NSSRS Data Manager collection should courses completed during summer school be uploaded?

Student Grades templates containing courses completed during summer school must be uploaded into a separate NSSRS Data Manager collection from courses completed during the regular school year. Refer to the NSSRS Calendar for details.

E-6 With which school year can courses completed during summer school be associated?

Districts have two options regarding with which school year a summer school course is associated. The first option is to associate a course completed during summer school with the prior school year. The second option is to associate a course completed during summer school with the subsequent school year. Separate NSSRS Data Manager collections will be available for each option. Refer to E-7, E-8, and the NSSRS Calendar for details.

E-7 Why might a district choose to associate courses completed during summer school with the prior school year?

Districts have the option to associate courses completed during summer school with the prior school year or subsequent school year.

Example 1: A district may choose to associate a course completed during summer school with the prior school year if the student was served during the prior school but not the subsequent school year. As a result, the required Student and School Enrollment templates would have already been submitted.

Example 2: A district may choose to associate a course completed during summer school with the prior school year if the student will be a graduate of the prior school year. As a result, the courses completed are associated with the student's final school year.

E-8 Why might a district choose to associate courses completed during summer school with the subsequent school year?

Districts have the option to associate courses completed during summer school with the prior school year or subsequent school year.

Example 1: A district may choose to associate a course completed during summer school with the subsequent school year if the student was not served during the prior school but will be served during the subsequent school year. As a result, the required Student and School Enrollment templates will be submitted during the subsequent school year.

Example 2: A district may choose to associate a course completed during summer school with the subsequent school year if the course taken is most appropriately reported with the grade level to which the student will be assigned during the subsequent school year. As a result, courses taken by students promoted from grade 8 to grade 9 would be associated with the student's first year in grade 9.

Appendix A – Change Summary

Version 2.0.0

November 23, 2011

1. Effective school year 2011-2012:
 - a. Courses completed must now be reported for prekindergarten students.
 - b. NDE Staff ID and Controlling District Code are required for all courses completed during the regular school year.
 - c. NDE Staff ID and Controlling District Code are not collected for courses completed during summer school.
 - d. Only summer school courses completed by students assigned to grades 9, 10, 11, and 12 are collected.
 - e. School Number is “000” for all courses completed during summer school.
 - f. Courses completed during summer school may be associated with either the prior school year or subsequent school year.
2. Added section summarizing requirements regarding courses completed during summer school.
3. All references to *Appendix D* replaced with *NDE Course Codes and Clearing Endorsements*.

Version 1.1.1

April 28, 2011

1. Corrected URL for Curriculum Reporting System documentation.

Version 1.1.0

February 10, 2011

1. Modified answer to “D-6: What NDE Staff ID should be reported on courses students take at a Rule 18 Interim-Program School?”

Version 1.0.0

January 27, 2011

1. Initial publication.